

11101.1J

NMCRCWASHDCINST

N04

14 Aug 01

NAVMARCORESCEN WASHINGTON DC INSTRUCTION 11101.1J

Subj: GOVERNMENT FURNISHED BERTHING FOR NAVAL RESERVE
PERSONNEL
PERFORMING MULTIPLE DRILLS

Ref: (a) COMNAVRESFOR P4000.1

Encl: (1) Annual Contract Berthing Entitlement Application
Form
(2) Rules and Policies of Contract Berthing Form
(3) 14 Day Notice of Contract Berthing Requirement Form
(4) Sample Letter to Unit Commanding Officers
(5) Sample Letter of Warning
(6) Sample Letter of Suspension of Berthing Privilege

1. **Purpose.** To provide specific guidance for government provided berthing for Naval Reservists assigned to Naval and Marine Corps Reserve Center (NMCRC), Washington, DC.

2. **Cancellation.** NAVMARCORESCENWASHDCINST 11101.1H

3. **Background.** Reference (a) states that Naval Reservists who live outside a 50 mile radius of their regular drill site are authorized government provided berthing when performing multiple drills. It **does not** apply to Inactive Duty Travel Training (IDTT), AT, ADT or Active Duty for Special Work. Bachelor Officer Quarters/Bachelor Enlisted Quarters will be used whenever adequate quarters are available. If bachelor quarters accommodations are not available, commercial berthing will be provided at no personal expense to Naval Reserve personnel meeting eligibility requirements.

4. **Eligibility.** Berthing will be provided to personnel meeting the following requirements:

a. Member must reside outside a 50-mile radius from the IDT drill site.

b. Member must be in a drill status and performing IDT at drill site.

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c. Member must perform two scheduled four hour drills (exclusive of meal period) or perform four scheduled four hour drills (exclusive of meal period) within a 48 hour period on the day of or the day following the use of contract berthing.

d. Members will be responsible for submitting their individual berthing request and for ensuring an approved application is on file with NMCRC Supply Department. Methods of submission request can be found in paragraph 8 of this instruction.

e. Provide 14-day notice of berthing requirement to the Reserve Center's Supply Office (RCSO). In the absence of extenuating circumstances inability to provide a 14-day notice will preclude obtaining a berthing reservation due to Washington, DC area contract berthing limitations.

f. Provide notice immediately to the RCSO when berthing requirements are no longer needed.

5. **Policy.** Reference (a) states specific rules concerning berthing and authorizes the establishment of local policies for sign-up procedures and no-shows. The local policies are essential to manage the large number of personnel utilizing contract berthing. All personnel desiring overnight berthing will become familiar with this instruction and reference (a).

a. Unit Commanding Officers. Ensure that new personnel who live more than 50 miles from the IDT site report to the Reserve Center's Supply Berthing Coordinator (RCSBC). This will be accomplished even if the new member does not currently plan on using government provided berthing. Difficulties experienced with personnel who do utilize berthing stem from improper introduction to the rules and policies. After training has been provided by the RSBC, the member will sign enclosures (1) and (2) and the unit commanding officer will sign and forward enclosure (1) to the Reserve Center Commanding Officer.

b. Supply Berthing Coordinator. New personnel will receive a copy of this instruction and will be made aware of berthing requirements in reference (a). Review enclosures (1) through (6) with member and assist member in completing enclosures (1) and (2). After member completes enclosures (1) and (2), both the Supply Department representative and member will sign enclosure (1).

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c. Members Using Berthing. Initial training regarding use of government berthing will be provided during Naval Reserve Indoctrination. After completion of training, return completed enclosures (1) and (2) to the RSBC. The Supply Department Head will sign and forward enclosures (1) and (2) to the Center's Commanding Officer for signature.

d. Assignment of Non-Government Berthing. In the event of non-availability of government quarters, alternate berthing assignments will be drawn from an approved list of commercial facilities (i.e., hotels, motels, inn, etc.). **Request for non- approved commercial facilities must be submitted with lodging rates to the NMCRC Washington Supply Department 14-days prior to the drill period for consideration.** Rules and standards established by this instruction are applied to all types of government funded berthing.

6. Abuse of Privilege. The most common violation of contract berthing regulations is the failure to perform the prescribed number of drill periods subsequent to overnight berthing. As a result, enclosure (4) is utilized to document apparent or possible abuse of berthing privileges found during the audit process of contract berthing records. Historical files are maintained in the Supply Office on individuals when an investigation is deemed appropriate. These files are used to determine whether or not any individual should be afforded continued use of government furnished berthing. Individuals who have received training under the guidance of this instruction and fail to follow required procedures will be subject to loss of berthing privileges as outlined below:

- a. FIRST OFFENSE - Letter of Warning
- b. SECOND OFFENSE - Loss of berthing privilege for 3 months
- c. THIRD OFFENSE - Loss of berthing privilege for 6 months
- d. FOURTH OFFENSE - Permanent loss of berthing privilege

7. Audit Procedures. Audits of all berthing records will be conducted quarterly by a designated supply corps officer.

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NSIPS computer generated reports will be utilized to conduct these audits. The audit will be submitted to the NRA Supply Department Head who will endorse and forward to the commanding officer. Audits performed should reflect any possible abuse of berthing privileges and ensure that berthing requests have adhered to the following stipulations:

a. Member authorized government provided berthing resides outside a 50-mile radius from the IDT drill site.

b. Member was in a drill status and performed IDT at drill site during use of contract berthing.

c. Member performed two scheduled four-hour drills or four scheduled four-hour drills within a 48-hour period on the day of or the day following the use of contract berthing.

d. A 14-day notice of berthing requirement was provided to the RSCO.

e. Members resided in contract berthing of comparative prices.

f. Member provided immediate notice of cancellation to the RSCO in cases where berthing requirements were no longer needed. Additionally, the audit will include a review and berthing facility inspection of the facilities as well as compliance with the government contract pricing.

8. **Sign-up Procedures**. For contract berthing are as follows.

Members may sign up individually or as a unit group. Unit groups must be signed by the unit commanding officer or by a representative with written "by direction authority". Enclosures (1) through (6) are available in the Supply office.

Signed faxed copies of enclosure (3) are authorized. E-mail submission, in the format shown in enclosure (2), is also authorized as an alternate method for submitting berthing requests. **No other forms will be accepted for contract berthing requests.**

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KEITH F. AMACKER

Distribution: (NMCRCWASHDCINST 5216.1E)
List A, C

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**ANNUAL CONTRACT BERTHING
ENTITLEMENT APPLICATION**

Requires the disclosure of this formation. Understand it is voluntary, however, failure to provide the requested information will result in is approval of this application. All information voluntarily provided is subject to the Privacy Act of 1974.

Last name _____ First _____ MI _____
Rank/Rate _____ Sex _____ SSN _____
Residence: City _____ State _____ Zip _____
Location of drill site: _____
Drill weekend (circle) Port or Starboard RUIC _____
E-mail Address _____

My signature below certifies that I have read, understand, and agree by all provisions of the above instruction concerning use of contract berthing. I further acknowledge that I reside outside of a 50-mile radius from my drill site.

I am fully aware that a 14 DAY NOTICE must be given to the Supply Office to arrange hotel accommodations and that I must perform two drills on the day of or the day following the use of contract berthing. To cancel a hotel reservation made for me, I must give the Supply Office a 24-hour notice.

Signature: _____ Date _____
(RESERVISTS SIGNATURE)

I have reviewed NMCRC Instruction 11101.1 and COMNAVRESFOR P4000.1 rules and policies with the above named individual and have in my possession a signed copy of enclosure (3) to this instruction.

Signature: _____ Date _____
(SUPPLY DEPARTMENT HEAD)

Approved: _____
(Commanding Officer)

REMINDER: SUBMIT BERTHING

REQUEST 14 DAYS IN ADVANCE

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RULES AND POLICIES OF CONTRACT BERTHING
(Updated May 00)

1. I must be familiar with the basic instruction NMCRCWASHDCINST 11101.1J.
2. I have received training from the Supply Department Head and have received a copy of the above instruction for my records.
3. I understand the following highlights from the training given to me:
 - a. I must live 50 miles from my IDT drill site.
 - b. I can only request berthing to do IDT drills; not Annual Training (AT), Active Duty for Special Work (ADSW), or under IDTT orders.
 - c. I must give a 14-day notice if I require berthing. I understand that I must use enclosure (2) to request berthing. I also understand that I can submit this information via e-mail.
 - d. I understand that I must contact the Supply Office at 202-433-3065/2276 (not the hotel) 24 hours in advance to cancel a hotel reservation made for me.
 - e. I have to perform two four-hour drills, exclusive of meal period, on the day of or the day following the use of contract berthing.
 - f. I must share the room with another individual of the same gender.
 - g. I cannot request that the hotel change the reservation list. Only personnel in the Supply Department and change room assignments or cancel a room reservation.
 - h. I cannot bring family members or friends to my assigned room with intentions of them occupying the room.
 - i. Telephone calls or room service, etc. will not be charged to my room. If charges are replaced against my room account, I will ensure that these costs are paid for before I check out of the hotel.

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j. Any damage to the room or hotel property will be reimbursable at my expense.

k. I understand that I cannot have my spouse or children stay in the assigned berthing space. The only exception to this rule is if my spouse is also a drilling Naval Reservists performing scheduled drills.

l. I understand that this privilege can be revoked if the commanding officer determines that I have abused this privilege.

m. I understand that audits are performing by the Supply Office and that NSIPS computer generated reports will be utilized to perform these audits.

SIGNATURE _____ DATE _____

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14 DAY NOTICE OF CONTRACT BERTHING REQUIREMENT

SUBMISSION DATE:

POINT OF CONTACT: _____

DRILL SITE: _____

RUIC:

TO CONTACT THE SUPPLY OFFICE:

PHONE: (202)433-2776/DSN:288-2776 OR FAX (202)433-2771

* E-MAIL: BERTHING@CNRF.NOLA.NAVY.MIL

BY MY SIGNATURE I CERTIFY THAT I AM IN A DRILL STATUS AND RESIDE MORE THAN 50 MILES FROM MY DRILL SITE. MY ACCEPTANCE OF COMMERCIAL BERTHING IS VOLUNTARY. IN RETURN FOR BEING PROVIDED COMMERCIAL BERTHING, I AGREE TO SATISFACTORILY PERFORM AT LEAST **2 FOUR HOUR DRILLS** ON THE DAY OF OR THE DAY FOLLOWING THE USE OF CONTRACT BERTHING. (I UNDERSTAND THAT THIS MEANS ONE NIGHT IN A HOTEL ROOM FOR TWO DRILLS PERFORMED) (EXCLUSIVE OF MEAL PERIOD) OR I WILL REIMBURSE THE NAVY FOR THE COST OF THE COMMERCIAL BERTHING USED. I

ALSO AGREE TO REIMBURSE THE NAVY FOR ANY PAYMENTS THE NAVY MUST MAKE FOR LOSS OR DAMAGE TO THE BERTHING ESTABLISHMENT CAUSED BY MY ACTS OR NEGLIGENCE. IF COLLECTION FROM ME OF EITHER OF THESE AMOUNTS BECOME NECESSARY, I CONSENT TO REPAYMENT OF DEBT THROUGH THE WITHHOLDING OF PAY IN ACCORDANCE WITH SECTION 70701 OF DODPM.

PRINT NAME	RANK/	SEX	NIGHTS	SIGNATURE
LAST, FIRST	RATE	M/F	NEEDED	
1				
2				
3				
4				
5				
6				

COMMENTS/REMARKS:

Use the following format if submitting via E-mail:

CDR	P.	JONES	MALE	NIGHTS/	25-26 DEC	RUIC:	DRILL SITE
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Ser

Date: _____

From: Commanding Officer, Naval and Marine Corps Reserve
Center, Washington

To: _____ RUIC: _____

Via: Commanding Officer, _____ RUIC: _____

Subj: SUSPENSION OF CONTRACT BERTHING PRIVILEGE

Ref: (a) NAVMARCORESCENWASHDCINST 11101.1J

Encl: (1) First Abuse of Contract Berthing /Report of
Findings ltr of _____

(2) Letter of Warning of _____

(3) Second Abuse of Contract Berthing/Report of
Findings ltr of _____

1. Your use of government furnished contract berthing is
suspended for three (3) months from _____ to
_____ due to your failure to follow required
procedures outlined in reference (a). Any further abuse of
this privilege will result in loss of berthing privileges for
six months.

2. A copy of this letter will remain in the Reserve Center's
Supply Office contract berthing files.

NMCRC CO SIGNATURE

Date_____

From: _____ RUIC: _____

To: Commanding Officer, Naval and Marine Corps Reserve
Center, Washington

Via: Commanding Officer, _____ RUIC: _____

Subj: ACKNOWLEDGMENT OF RECEIPT

1. I acknowledge receipt of the above suspension letter.

MEMBER'S SIGNATURE

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Ser

Date: _____

From: Commanding Officer, Naval and Marine Corps Reserve
Center, Washington

To: _____ RUIC: _____

Via: Command Officer, _____ RUIC: _____

Subj: LETTER OF WARNING

Ref: (a) NAVMARCORESCENWASHDCINST 11101.1J

Encl: (1) Abuse of Contract Berthing Privilege/ Report of
Findings

1. I have reviewed enclosure (1) and have determined that you failed to follow required procedures outlined in reference (a). This letter of warning is to advise you that any further abuse will result in loss of this privilege.

2. A copy of this letter will remain in the Reserve Center's Supply office contract berthing files.

NMCRC CO SIGNATURE

Date:

From: _____ RUIC: _____

To: Commanding Officer, Naval and Marine Corps Reserve Center,
Washington

Via: Commanding Officer, _____ RUIC: _____

Subj: ACKNOWLEDGMENT OF RECEIPT

1. I acknowledge receipt of the above warning letter.

MEMBER'S SIGNATURE

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Ser
Date: _____

From: Commanding Officer, Naval and Marine Corps Reserve
Center, Washington
To: Commanding Officer, _____RUIC: _____

Subj: ABUSE OF CONTRACT BERTHING PRIVILEGE

Ref: (a) NAVMARCORESCENWASHDCINST 11101.1J

1. An audit of berthing records for the month of
_____200___ found that a member of your unit reserved a
hotel room but did not perform the required drills as required
by reference (a). Please investigate and document your
findings. I will then review your findings, along with any
other instances on file, and make a determination if
disciplinary action is needed.

Rank/Name: _____
Hotel nights reserved: _____
Two-four hour drills not performed on: _____

NMCRC CO SIGNATURE

Date: _____

From: Command Officer, _____RUIC: _____
To: Commanding Officer, Naval and Marine Corps Reserve Center,
Washington

Subj: REPORT OF FINDINGS

1. As directed, the following information is furnished:

UNIT COs SIGNATURE